

Closing Date: July 30, 2008

**MISSOURI STATE HIGHWAY PATROL
HUMAN RESOURCES DIVISION**

LOCATION: General Headquarters, Jefferson City, MO

FACILITATOR: Amanda Farley (573) 526-6334
amanda.farley@mshp.dps.mo.gov

DESCRIPTION: The Personnel Analyst I or II position is assigned to the Human Resources Division of the Missouri State Highway Patrol. The official domicile is Jefferson City, Missouri. This position is classified as non-exempt under the Fair Labor Standards Act.

POSITION SUMMARY: An employee in this classification performs responsible, varied, or specialized duties related to some aspect of personnel work to include, but not limited to: Coordinating civilian hiring procedures, conducting job classification/reclassification and salary studies, preparing written job descriptions, and coordinating HR related programs.

(For a more detailed job description go to:
<http://www.msnp.dps.missouri.gov/MSNPWeb/PatrolDivisions/HRD/Civilian/salarySchedule.html>.)

QUALIFICATIONS: Personnel Analyst I: Possess a four-year degree in Human Resource Management, Personnel Administration, Public Administration, Business Administration, or related field (comparable work experience in a public or private personnel office may be substituted on a year-for-year basis for the required education).

Personnel Analyst II: Meet all requirements for Personnel Analyst I, plus possess one year as a Personnel Analyst I or comparable experience.

<u>SALARY RANGE</u> (Semi-monthly)	Personnel Analyst I:	\$1,191.50 - \$1,675.50
	Personnel Analyst II:	\$1,443.50 - \$2,046.00

APPLICATION PROCEDURE: Individuals interested in this position must submit the Patrol's Application for Employment and submit official college transcripts (unofficial internet copies will not be accepted) prior to the application deadline. Resumes will not be accepted in lieu of the application. Applicants may obtain an application from the Patrol's website at www.mshp.dps.missouri.gov, or by contacting the facilitator listed above.

Current employees who meet the minimum qualifications set forth in the attached job description may apply through the Human Resources Division by submitting an intradepartmental letter of application and resume through channels prior to the application deadline.

Interview boards are tentatively scheduled for the week of August 11, 2008. The tentative start date for this position is within 30 days of the interview.

Some Patrol duties relate to criminal activity. Therefore, employees may be exposed to written material, photographs, and/or verbal language of a sexual nature. The requirements of this position are not intended to create a hostile work environment; however, it is work of an extremely sensitive nature. A copy of the Missouri State Highway Patrol policy on sexual harassment is available upon request.

NOTE: Final selection may be based upon several factors, e.g., results of an oral interview, written examination or exercise, review of past work performance, performance evaluations and/or candidate's possession of the knowledge, skills and abilities deemed necessary for successful performance in the job.

Once a job offer has been made, employment with the Missouri State Highway Patrol is contingent upon the successful results of a Patrol administered drug test, favorable background investigation, and the results of a medical or psychological testing, when required.

EEO STATEMENT: The Missouri State Highway Patrol is an equal opportunity employer. All qualified applicants will be considered for employment without regard to race, color, religion, sex, national origin, age, disability status, or any other non-merit factor.

**Missouri State Highway Patrol
Human Resources Division
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